



United States  
Department of  
Agriculture

August 3, 2005

Animal and  
Plant Health  
Inspection  
Service

Marketing &  
Regulatory  
Programs  
Business  
Services

4700 River Road  
Riverdale, MD  
20737

SUBJECT: Equal Employment Opportunity Program Status Report

TO: AMT  
Regional Directors  
Laboratory and Program Directors and Supervisors

The Equal Employment Opportunity Commission Management Directive 715 requires all federal agencies to submit an annual EEO Program Status Report. In APHIS, collateral duty personnel serving on EEO Advisory Committees assist the Civil Rights Enforcement and Compliance staff with EEO program implementation at headquarters and in field offices. Enclosed are the guidelines for managers and supervisors to follow when completing the report.

Please meet with your EEO Advisory Committee to discuss the report and complete all questions that pertain to your organization. Your input will be used to prepare the APHIS Equal Employment Opportunity Program Status Report that will be sent to the Department and to the Equal Employment Opportunity Commission.

If you or your EEO Advisory Committee members have questions, please contact me or Njeri K. Mwalimu, Deputy Director at 720-6312 or the EEO Specialist named in the enclosure.

Your individual support for Civil Rights is both recognized and appreciated.

Anna P. Grayson, Director  
Civil Rights Enforcement and Compliance

Enclosures

cc:  
EEO Advisory Committee Chairs w/encl.  
Special Emphasis Program Managers w/encl.



Safeguarding American Agriculture  
APHIS is an agency of USDA's Marketing and Regulatory Program  
An Equal Opportunity Provider and Employer

## ANIMAL AND PLANT HEALTH INSPECTION SERVICE

### Guidelines For Preparing The Fiscal Year

#### Equal Employment Opportunity Program Plan

The Equal Employment Opportunity Commission Management Directive 715 provides the “Six Essential Elements of Model Agency EEO Programs.” The APHIS Civil Rights Enforcement and Compliance staff will review the Equal Employment Opportunity and Human Resources Programs, policies and performance standards against all six elements to determine how the program can become more effective. The “Six Essential Elements” for structuring a model EEO program in APHIS are as follows:

- *Demonstrated Commitment from Agency Leadership*
- *Integration of EEO into the Agency's Strategic Mission*
- *Management and Program Accountability*
- *Proactive Prevention of Unlawful Discrimination*
- *Efficiency*
- *Responsiveness and Legal Compliance*

To ensure that the APHIS Equal Employment Opportunity Plan includes input from your unit, please work with your EEO Advisory Committee Chair and members to complete the agency self-assessment checklist and respond to all questions printed in blue. CREC will use your information to prepare the APHIS-wide report, which we are required to submit to the USDA Office of Civil Rights for review and inclusion in the USDA report that will be sent the Equal Employment Opportunity Commission. The full text of Management Directive (MD) 715 is on the Equal Employment Opportunity Commission’s website [www.eeoc.gov](http://www.eeoc.gov), and on the CREC website [www.aphis.usda.gov/oa/crec](http://www.aphis.usda.gov/oa/crec).

#### **STEP ONE - Part A: Program Identifying Information:**

**Agency:** United States Department of Agriculture  
**2<sup>nd</sup> Level:** Animal and Plant Health Inspection Service  
**3<sup>rd</sup> Level:** Plant Protection and Quarantine  
**4<sup>th</sup> Level:** Eastern Region (insert the actual address of your location including the name of your office)

**STEP TWO - Part B: Total Employment:** This information will be sent to EEO Advisory Committee Members by CREC. Insert the total permanent and temporary employees. Please leave Item 3, Part B Blank.

**STEP THREE - Part C: Program Official(s):** Insert the Name of the Regional Director, Program Director, Lab Director, Area Veterinarian-In-Charge, State Plant Health Director, Manager, supervisor etc. responsible for the implementation of this plan.

**STEP FOUR - Part D: Subordinate Components:** This part will be completed by CREC.

**STEP FIVE - Part E: Executive Summary:** Provide a brief narrative of the status of your overall EEO program. This summary should be completed after the Assessment.

**STEP SIX - Part F: Certification:** The responsible program manager should sign and date this form to certify that the program area has completed an annual self-assessment of its EEO Program against the six EEO MD 715 essential elements .

**STEP SEVEN - Part G: Self-Assessment Checklist:** This checklist was designed by the EEOC to provide an efficient and effective means to determine whether the overall EEO program is properly established and compliant with the six essential elements.

**Part G/Step 1:** Complete the Self-Assessment by responding yes or no to each of the questions or statements.

**Part G/Step 2:** For all unmet measures, or “NO” responses provide a brief explanation.

**Example:** When an employee is promoted to the supervisory ranks, is a copy of the EEO Policy Statement provided? Response: No

**Explanation:** Prior to the implementation of MD 715, EEO Policy Statements were not provided to new supervisors. Beginning 2005, all new supervisors will receive copies of all Civil Rights Policy Statements with a brief cover letter outlining my expectations.

**STEP 8 - Part H: Annual Plan:** This part will be completed by CREC. CREC will review each Self Assessment Checklist, note the deficiencies, establish an overall objective, and develop activities that will result in meeting the objective and eliminating the deficiencies. This form will be returned to you for implementation. All recommended activities and target dates will be discussed with EEO Advisory Chairs. The EEO Advisory Committee Chair will discuss the deficiencies and objectives with the program manager.

**STEP 9:** The EEOC Form 715-01 should be completed and mailed to CREC at the following address on or before COB December 15, 2005.

USDA/APHIS/CREC  
Room 1131 South Building  
Washington, D. C. 20250

**Technical Assistance Contacts:** If you have questions or need additional information, the following EEO Specialists are available to assist you:

Gloria Rogers, APHIS EEO Manager  
[Gloria.Roger@USDA.Gov](mailto:Gloria.Roger@USDA.Gov)  
(301) 734-6139

Sophia Lawrence-Kirby, EEO Specialist  
[Sophia.L.Kirby@USDA.Gov](mailto:Sophia.L.Kirby@USDA.Gov)  
IS/MRPBS/PPQ-WR, PPQ-PDC  
(301) 734-5366

Terry Henson, EEO Specialist  
[Terry.A.Henson@USDA.Gov](mailto:Terry.A.Henson@USDA.Gov)  
VS/WS/BRS/PPQ-ER  
(301) 734-5555

Beatrice Jacobs, EEO Specialist  
[Beatrice.F.Jacobs@USDA.Gov](mailto:Beatrice.F.Jacobs@USDA.Gov)  
IT/LPA/AC/PPD  
(301) 734-5595

**EEOC FORM  
715-01 PART A - C  
U.S. Equal Employment Opportunity Commission**

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

For period covering October 1, 2004 , to September 30, 2005

<b>PART A</b>  Department Agency or Program Area Identifying Information	<b>1. Agency</b>	<b>U.S. States Department of Agriculture</b>
	<b>1.a. 2<sup>nd</sup> level reporting component</b>	<b>Animal an Plant Health Inspection Service</b>
	<b>1.b. 3<sup>rd</sup> level reporting component</b>	(Insert the name of your Program Area)
	<b>1.c. 4<sup>th</sup> level reporting component</b>	(Insert the name of your location)
	<b>2. Address</b>	<b>2.</b>
	<b>3. City, State, Zip Code</b>	<b>3.</b>
<b>PART B</b>  Total Employment	<b>1. Enter total number of permanent full-time and part-time employees</b>	<b>1.</b>
	<b>2. Enter total number of temporary employees</b>	<b>2.</b>
	<b>3. TOTAL EMPLOYMENT [add lines B 1 through 2]</b>	<b>3.</b>
<b>PART C</b>  Agency Official(s) Responsible For Oversight of EEO Program(s)	<b>1. Head of Agency Official Title</b>	<b>1. Secretary of Agriculture</b>
	<b>2. Agency Head Designee</b>	<b>2. APHIS Administrator</b>
	<b>3. Principal EEO Director/Official Official Title/series/grade</b>	<b>3. APHIS Civil Rights Director</b>
	<b>4. Title VII Affirmative EEO Program Official</b>	<b>4. APHIS Equal Employment Opportunity Manager</b>
	<b>5. Section 501 Affirmative Action Program Official</b>	<b>5. APHIS Disability Employment Program Manager</b>
	<b>6. Complaint Processing Program Manager</b>	<b>6. APHIS Formal Complaints Manager</b>
	<b>7. Other Responsible Managers</b>	(Insert the name of the Regional Director, Program director, etc. responsible for implementing the goals & objectives of the EEO Program)

EEOC FORM  
715-01 PART D  
*U.S. Equal Employment Opportunity Commission*  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

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EEOC FORM  
715-01 PART E

*U.S. Equal Employment Opportunity Commission*

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

For Period Covering October 1, 2004, to September 30, 2005.

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**EXECUTIVE SUMMARY**

(Provide a brief narrative of the status of your  
overall EEO program)

**EEOC FORM  
715-01 PART F**

**CERTIFICATION of ESTABLISHMENT of CONTINUING  
EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS**

am the

\_\_\_\_\_  
(Insert name above)

\_\_\_\_\_  
(Insert official  
title/series/grade above)

Responsible Manager for

\_\_\_\_\_  
(Insert Program Area Name above)

The agency/program area has conducted an annual self-assessment of Section 717 and Section 501 programs against the essential elements as prescribed by EEO MD-715. If an essential element was not fully compliant with the standards of EEO MD-715, a further evaluation was conducted and, as appropriate, EEO Plans for Attaining the Essential Elements of a Model EEO Program, are included with this Federal Agency Annual EEO Program Status Report.

The agency/program area has also analyzed its work force profiles and conducted barrier analyses aimed at detecting whether any management or personnel policy, procedure or practice is operating to disadvantage any group based on race, national origin, gender or disability. EEO Plans to Eliminate Identified Barriers, as appropriate, are included with this Federal Agency Annual EEO Program Status Report.

I certify that proper documentation of this assessment is in place and is being maintained for EEOC review upon request.

\_\_\_\_\_  
Signature of Responsible Manager

Certifies that this Federal Agency Annual EEO Program Status Report is in compliance with EEO MD-715.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Program Head or Program Head Designee

\_\_\_\_\_  
Date



*U.S. Equal Employment Opportunity Commission*  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**  
AGENCY SELF-ASSESSMENT CHECKLIST MEASURING ESSENTIAL ELEMENTS

**Essential Element A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP**

Requires the agency head to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity.







<div>Compliance Indicator</div> <div> <input type="checkbox"/> </div>	EEO policy statements are up-to-date.	Measure has been met		For all unmet measures, provide a brief explanation in the space
<div>Measures</div> <div> <input checked="" type="checkbox"/> </div>		Yes	No	
1. Has the Program Heads issued the 2005 Annual Civil Rights Policy Statement? If no, provide an explanation.				
1a. Have you ensured that your employees received a copy of the Civil Rights Policy Statement? If no, provide an explanation.				
2. During the current Program Head's tenure, has the EEO Policy Statement been re-issued annually? If no, provide an explanation.				
3. Are new employees provided a copy of the EEO policy statement during orientation?				
4. When an employee is promoted into the supervisory ranks, is a copy of the EEO policy statement provided?				
<div>Compliance Indicator</div> <div> <input checked="" type="checkbox"/> </div>	EEO policy statements have been communicated to all employees.	Measure has been met		For all unmet measures, provide a brief explanation in the space below
<div>Measures</div> <div> <input checked="" type="checkbox"/> </div>		Yes	No	
5. Have the managers and supervisors communicated support of all agency EEO policies through the ranks?				
5a. List methods used in communicating the policy statement (i.e. verbal, written). If yes, list, if no explain.				
6. Has the program area made written materials available to all employees and applicants, informing them of the variety of EEO programs and				





administrative and judicial remedial procedures available to them?				
7. Has the program area prominently posted such written materials in all personnel offices, and on the program area's internal website? [see 29 CFR §1614.102(b)(5)]				
 <b>Compliance Indicator</b>	<b>Agency EEO policy is vigorously enforced by agency management.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
8. Are managers and supervisors evaluated on their commitment to agency EEO policies and principles, including their efforts to:				
9. resolve problems/disagreements and other conflicts in their respective work environments as they arise?				
10. address concerns, whether perceived or real, raised by employees and following-up with appropriate action to correct or eliminate tension in the workplace?				
11. support the agency's EEO program through allocation of mission personnel to participate in community out-reach and recruitment programs with private employers, public schools and universities?				
12. ensure full cooperation of employees under his/her supervision with EEO office officials such as EEO Counselors, EEO Investigators, etc.?				
13. ensure a workplace that is free from all forms of discrimination, harassment and retaliation?				
14. ensure that subordinate supervisors have effective managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications?				
15. ensure the provision of requested religious accommodations when such accommodations do not cause an undue hardship?				
16. ensure the provision of requested disability accommodations to qualified individuals with disabilities when such accommodations do not cause an undue hardship?				
17. Have all employees been informed about what behaviors are inappropriate in the workplace and that this behavior may result in disciplinary actions?				
17a. Describe what means were utilized by the program area to so inform its workforce about the penalties for unacceptable behavior. <b>Please use space provided for response.</b>				
18. Have managers and supervisors provided the procedures for requesting reasonable accommodations for disabilities to current employees or during orientation of new employees, and on the World Wide Web or Internet?				
19. Have managers and supervisor been trained on their responsibilities under the procedures for reasonable accommodation?				

**Essential Element B: INTEGRATION OF EEO INTO THE AGENCY'S STRATEGIC MISSION**



Requires that the agency's EEO programs be organized and structured to maintain a workplace that is free from discrimination in any of the agency's policies, procedures or practices and supports the agency's strategic mission.

 <b>Compliance Indicator</b>	<b>The reporting structure for the EEO Program provides the Principal EEO Official with appropriate authority and resources to effectively carry out a successful EEO Program.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
20. Does the EEO Advisory Committee report to the <b>Deputy Administrator</b> , Regional Director or Program Director?				
21. Are the duties and responsibilities of the EEO Advisory Committee and Special Emphasis Program Managers clearly defined?				
22a. Do you include your EEO Advisory Committee's recommendations in your efforts to improve your EEO Program?				
 <b>Compliance Indicator</b>	<b>The EEO Advisory Committee and Special Emphasis Program Managers have regular and effective means of informing the program head and management officials of the status of EEO program.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
22. Does the EEO Advisory Committee have a regular and effective means of informing the program head and other management officials of the effectiveness, and efficiency of the program's EEO program? If yes, what are the means utilized?				
23. Did the EEO Advisory Committee present to the program head and other program managers the "Progress Report" briefing including an assessment of the performance of the program?				
24. Does the program area consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions such as re-organizations and re-alignments?				
25. Are management/personnel policies, procedures and practices examined at regular intervals to assess whether there are hidden impediments to the realization of equality of opportunity for any group(s) of employees or applicants? <b>[see 29 C.F.R. § 1614.102(b)(3)]</b>				
26. Is the EEO Director included in the program's strategic planning, especially the program's human capital plan, regarding succession planning, training, etc., to ensure that EEO concerns are integrated into the agency's strategic mission?				
 <b>Compliance Indicator</b>	<b>The program area has committed sufficient human resources and budget allocations to its EEO programs to ensure successful operation.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	

<b>27. Do the EEO Advisory Committee and Special Emphasis Program Managers have adequate resources to implement program EEO Plans to improve efficiency and eliminate identified barriers to equal opportunity?</b>				
 <b>Compliance Indicator</b>	<b>The program area has committed sufficient budget to support the success of its EEO Programs.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
<b>28. Are there sufficient resources to enable the program area to conduct a thorough barrier analysis of its work force?</b>				
<b>29. Has funding been secured for the publication and distribution of EEO materials (e.g. harassment policies, EEO posters, reasonable accommodation procedures, etc.)?</b>				
<b>30. Is there a central fund or other mechanism for funding supplies, equipment and services necessary to provide disability accommodations?</b>				
<b>31. Does the program area fund major renovation projects to ensure timely compliance with Uniform Federal Accessibility Standards?</b>				
<b>32. Is the headquarters and field EEO Program allocated sufficient resources to train all employees on EEO?</b>				
<b>33. Is there sufficient funding to ensure the prominent posting of written materials? [see 29 C.F.R. § 1614.102(b)(5)]</b>				
<b>34. Is there sufficient funding to ensure that all employees have access to training information?</b>				
<b>35. Is there sufficient funding to provide all managers and supervisors with training and periodic up-dates on their EEO responsibilities:</b>				
<b>36. for ensuring a workplace that is free from all forms of discrimination, including harassment and retaliation?</b>				
<b>37. to provide religious accommodation?</b>				
<b>38. to provide disability accommodation in accordance with the USDA written procedures?</b>				
<b>39. in the EEO discrimination complaint process?</b>				
<b>40. to participate in ADR?</b>				
<b>41. Have all employees received the mandatory civil rights training?</b>				





**Essential Element C: MANAGEMENT AND PROGRAM ACCOUNTABILITY**

This element requires the Agency Head to hold all managers, supervisors, and EEO Officials responsible for the effective implementation of the agency's EEO Program and Plan.

 Compliance Indicator	When findings of discrimination are made, the program area explores whether or not disciplinary actions should be taken.	Measure has been met		For all unmet measures, provide a brief explanation in the space below
		Yes	No	
 Measures				
	42. Does the program area have a copy of the disciplinary policy and/or a table of penalties that covers employees found to have committed discrimination? <b>(please consult with your HR official)</b>			
	43. Have all employees, supervisors, and managers been informed as to the penalties for being found to perpetrate discriminatory behavior or for taking personnel actions based upon a prohibited basis?			
	44. Has the program area, when appropriate, disciplined or sanctioned managers/supervisors or employees found to have discriminated over the past two years?			



**Essential Element D: PROACTIVE PREVENTION**

Requires that the agency head makes early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace.

 Compliance Indicator	Analyses to identify and remove unnecessary barriers to employment are conducted throughout the year.	Measure has been met		For all unmet measures, provide a brief explanation in the space below
 Measures		Yes	No	
45. Do managers meet with EEO Advisory members in the identification of barriers that may be impeding the realization of equal employment opportunity?				
46. When barriers are identified, do managers develop and implement, with the assistance of the agency EEO office, agency EEO Action Plans to eliminate said barriers?				
47. Do managers successfully implement EEO Action Plans?				
48. Are trend analyses of work force profiles conducted by race, national origin, sex and disability?				
49. Are trend analyses of the work force's major occupations conducted by race, national origin, sex and disability?				
50. Are trends analyses of the work force's grade level distribution conducted by race, national origin, sex and disability?				
51. Are trend analyses of the work force's compensation and reward system conducted by race, national origin, sex and disability?				
52. Are trend analyses of the effects of management/personnel policies, procedures and practices conducted by race, national origin, sex and disability?				
 Compliance Indicator	The use of Alternative Dispute Resolution (ADR) is encouraged by senior management.	Measure has been met		For all unmet measures, provide a brief explanation in the space below
 Measures		Yes	No	
53. Are all employees encouraged to use ADR?				
54. Is the participation of supervisors and managers in the ADR process required?				

**Essential Element E: EFFICIENCY**

Requires that the agency head ensure that there are effective systems in place for evaluating the impact and effectiveness of the agency's EEO Programs as well as an efficient and fair dispute resolution process.

 Compliance Indicator	The program area has sufficient staffing, funding, and authority to achieve the elimination of identified barriers.	Measure has been met		For all unmet measures, provide a brief explanation in the space below
 Measures		Yes	No	
55. Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations in the program area?				
56. Are accommodation requests processed within the time frame set forth in the agency procedures for reasonable accommodation?				

**Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE**

This element requires that federal agencies are in full compliance with EEO statutes and EEOC regulations, policy guidance, and other written instructions.

 Compliance Indicator	Agency personnel are accountable for the timely completion of actions required to comply with orders of EEOC.	Measure has been met		For all unmet measures, provide a brief explanation in the space
 Measures		Yes	No	
TO BE COMPLETED BY THE APHIS CIVIL RIGHTS ENFORCEMENT AND COMPLIANCE STAFF.				

**EEOC FORM  
715-01 PART H**

*U.S. Equal Employment Opportunity Commission*

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

**EEO Plan to Attain the Essential Elements of a Model EEO Program**

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**[PART H TO BE COMPLETED BY THE APHIS CIVIL RIGHTS ENFORCEMENT AND COMPLIANCE STAFF]**